

 <p data-bbox="565 130 881 233">MILITARY INTERSTATE CHILDREN'S COMPACT COMMISSION</p>	<p data-bbox="1118 130 1325 161"><b>Policy Number</b></p> <p data-bbox="1175 199 1268 226"><b>4-2019</b></p>
<p data-bbox="410 300 708 331"><b>Administrative Policy</b></p> <p data-bbox="185 367 935 394">EX-OFFICIO REPRESENTATIVE ROLE AND CONDUCT</p>	<p data-bbox="1073 331 1370 363"><b>Issued:</b> June 20, 2019</p>

**I. Introduction**

Pursuant to Article IX of the Military Interstate Children’s Compact Commission (MIC3) model compact language and Article II Section 3 of the Commission Bylaws, ex-officio representatives are *non-voting representatives who are members of interested organizations, including but not limited to military-oriented, military family, education-oriented, and parent and teacher organizations.*

The title of ex-officio follows the position, or the office, as in its Latin roots, “from the office,” serving on MIC3 as an official representative from his or her organization.

The following describes the standards for ex-officio participation on the Commission:

**II. Appointment**

- Each ex-officio organization shall provide an appointment letter to the Commission designating, by name, the official representative for their respective organization to the Commission.
- Each ex-officio organization shall be permitted one representative.

**III. Voting status**

- Ex-officio representatives are non-voting and therefore unable to vote on any matter that comes before the Commission.

**IV. Committees**

- Each ex-officio representative may only serve on one committee as assigned by the Chair of the Commission, or as provided by the Bylaws.
- No ex-officio shall serve on the Leadership Development Committee or any subsequent committee that is dedicated to identifying MIC3 leaders and monitoring the election of MIC3 officers.
- Ex-officio representatives may not be included in the Committee Chair’s count when determining the number of committee representatives needed for a quorum.
- Ex-officio representatives serving on a committee shall have the right to participate in debates and discussions before the Commission or their assigned committee.
- Ex-officio representatives are expected to refrain from participating in debate upon a matter that the ex-officio has a direct or indirect financial or other personal interest, resulting in a personal benefit that conflicts with the conduct of his or her duties.

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- Should an ex-officio representative believe a conflict of interest exists, they should announce to the committee or the Commission that they are recusing themselves from the debate.
- The ex-officio representative must sign the MIC3 Conflict of Interest Disclosure Form unless their organization has a similar Conflict of Interest Policy and Conflict of Interest Disclosure form signed by the ex-officio. In this event, the ex-officio shall furnish a copy of this form to the Commission.
  - The U.S. Department of Defense Ex-officio Member serving as the liaison to MIC3 shall be exempt from signing such Conflict of Interest form, however they remain subject to the regulations and policies of the U.S. Department of Defense.

**V. Code of conduct**

- Ex-officio representatives are expected to comply with the principles detailed in the MIC3 Code of Conduct Policy, including;
  - Participating in good faith in MIC3 activities;
  - Conducting themselves in a manner that does credit to their respective organizations and to the Commission;
  - Acting in the overall best interests of the Commission and their organizations;
  - Not engaging in any conduct that is criminal, disgraceful, or prejudicial to MIC3 or to their own organizations;

**VI. Commission management and operations**

- Ex-officio representatives shall not engage directly or indirectly in the management or function of the Commission. Therefore, they may not vote or make decisions on the daily administration of the Commission, including but not limited to the election of officers, strategic planning, or personnel matters.

**VII. Representation to third parties**

- Ex-officio representatives represent their respective organizations on the Commission, and are not appointed Commissioners of member states or the District of Columbia, therefore ex-officio representatives shall not represent the Commission to third parties or to the U.S. Government;
- Ex-officio representatives shall not represent or speak on behalf of the Commission at any event without approval of the MIC3 Executive Committee.